

**CITY OF AUBURN
TELECOMMUNICATIONS COMMISSION**

**Friday, September 12, 2003
4:00 p.m. to 5:30 p.m.**

Auburn City Hall
Room 10, 2nd floor
1225 Lincoln Way, Auburn, CA 95603

MINUTES

1. ROLL CALL AND DETERMINATION OF A QUORUM

Michael Fontaine, Michael Malvey, Mark McDonald, Tom Maguire, Glenn Tonkin present, as well as Barry Egan from Charter.

2. AGENDA APPROVAL

Agenda approved as stated.

3. PUBLIC COMMENT

None

4. APPROVAL OF MINUTES

Review and approve of minutes for the regular meeting of **August 8, 2003**. Motion to approve by Mark, seconded by Michael Malvey. Approved unanimously.

5. BUSINESS

- A. Review response from Charter regarding Gantt chart outline/timeline letter [review meeting 7/10/03] and determine any further action.

The response letter from Jennifer was reviewed by each line item. The cost analysis was discussed, and the group agreed that Charter did not need to provide specifics as long as the money is allocated for the project. Barry confirmed that the money is allocated, and they are about to start budgets for 2004, and the money is being budgeted for the balance of the project next year. Glenn and Barry discussed the Gantt charts and the format, and exactly what information the council was looking for. Glenn stated that what we really wanted was the important milestones, and dates associated with the milestones. The group was satisfied with the information Barry provided, and will continue to provide. With respect to permits, Barry clarified the status of the permitting process. There is one pole application permit, with 72 poles involved for just the fiber run from the headend to Placer high school. The design is completed for all fiber routes, and materials identified. Caltrans permit is needed for the freeway crossing. The discussion then focused on service to both the airport area and the downtown area. Michael Fontaine asked about serving the airport area, and Barry stated that he is looking at running fiber to that area from the Bell rd and New Airport rd. interchange. In the downtown area, we will continue to look at how we can reduce the installation costs for the businesses. Barry stated that several purchase orders have been approved to start the fiber installation process, such as proofing existing conduits, preparing the routes, and getting a contractor in to place the fiber. There was general discussion about the build process, as well as how the system will operate.

- B. Charter upgrade progress

a. *PEG Studio*

Barry talked about what needed to happen to get the fiber in to the studio. He will be running the fiber in the next couple of weeks.

b. *On-site visits by Commissioners*

c. *Invites by Charter engineers and Commission members availability*

Open discussion on items b and c, and Glenn will be the point of communication. Barry is very open to working with the commission, and having us be involved in what is taking place in the field.

- C. Discuss weekly reports from Charter and determine if any action is required at this time.

Glenn voiced the concern that the city managers office was somewhat disappointed with the content, and would like more information as to actual progress on the build. Tom stated that he thought the content was in line with what was actually happening. Mark stated that maybe there should be a standard template for the report, which will cover the information required.

- D. ACTV update
Jan McDonald replaces Frank Lozano as a board member. Melissa Macey has resigned. First annual fundraiser on August 30th raised over \$2000. Attended by Alice Dowdin and Mike Holmes from the council. Additional business includes a review of the ACTV property rights at Placer High, working out details of contract, getting clarification.
- E. Status of document regarding Explanation of Installation fees to downtown businesses.
Tom will work with Barry on Monday to look at addresses, and put together costs.
- F. Charter's next visit to City Council
November 10th was talked about to have Charter attend the council meeting and give an update on the status of the project.
- G. Telecommunications strategy/planning recommendation status
- H. Discuss standardizing a schedule for Telecommunications Commission meetings
After general discussion a motion was made by Tom to set the 2nd Thursday of each month at 4pm as the standard meeting time for the commission. Motion seconded by Mark. The motion was unanimously approved.
- I. Discuss and determine ATC Business cards for commission members.
Glenn thought it important to have information to distribute to people that may have concerns with respect to cable, and identifying commissioners. Glenn shared examples of a card drawn up for ACTV. Glenn will follow up with Marilyn to discuss feasibility of doing cards.

6. CORRESPONDENCE

None

7. INFORMATION AND ANNOUNCEMENTS BY COMMISSIONERS

Tom asked about the complaint received concerning installation of service. Glenn will follow up. Michael asked about contact at SBC and that we should invite them to come back in and get an update on DSL service.

8. AGENDA ITEMS, DATE, AND TIME OF NEXT MEETING - TBA

9. ADJOURNMENT – Motion to adjourn made by Tom seconded by Michael Fontaine. Meeting adjourned at 5:35pm